

## Risk assessment: Bennett Room

Company name: Clare College Assessment carried out by: Graham Ross and Nicola Robertson

Date assessment was carried out: 17/09/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>External visitors using the Bennett Room, contamination from Covid 19.</b>	Everyone using the room, contamination from COVID 19.	Walk and cycle if you can. Where this is not possible, use public transport or drive. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.	Hand sanitisers placed at the entrance to the Bennett Room.	Everyone using the Bennett Room.	Ongoing	
<b>Contamination from COVID 19</b>	Everyone using the room, contamination from COVID 19.	A track and trace system should be put in place for all external visitors and college members using the Bennett Room, with records being kept for 21 days.	System put in place by the Chapel.	Head of the Chapel Office	1 October 2020	

<b>Contamination from COVID 19</b>	Everyone using the room, contamination from COVID 19.	All Bennett Room bookings will be administered by the Chapel Office. All bookings will leave at least a 30 minute gap to allow for adequate ventilation. The fire escape door should be left open where possible, and at the very least in between bookings.	Ensure all bookings adhere to the new policy.	The Chapel Office	Ongoing	
<b>Contamination from COVID 19</b>	Everyone using the room, contamination from COVID 19.	No more than 12 people may use the room at any one time, adhering to strict 2m social distancing requirements, using the marked spaces on the floor. Where large instruments are being used this capacity will be significantly reduced.	When bookings are made, full details of everyone using the room will be recorded.	The Chapel Office		
<b>External visitors using the Bennett Room, contamination from Covid 19.</b>	Everyone using the room, contamination from COVID 19.	All singing teachers will be added to an agreed list of personnel who have access to College for teaching purposes.	Only those external users on an agreed list will be permitted to use the Bennett Room.	The Head of the Chapel Office	1 October 2020	
<b>Contamination from COVID 19</b>	Everyone using the room, contamination from COVID 19.	Lessons are advised at a maximum of 50 minutes with at least 10 minutes to ventilate in between. The Fire Exit door should be left open in between bookings, but closed when the room is in use.	All singing teachers to be advised of lesson length and ventilation requirements.	The Head of the Chapel Office, The Director of Music.	Ongoing	
<b>Contamination from COVID 19</b>	Everyone using the room,	There is an air purifier in the room which must be switched on whenever the room is in use. The Fire Exit door should be left <b>OPEN</b> in	All users of the room to be aware	The Head of the Chapel Office		

	contamination from COVID 19.	between bookings, but <b>CLOSED</b> when the room is in use. The air purifier should be switched off when you leave the room.	of the ventilation protocols.			
<b>Contamination from COVID 19</b>	Everyone using the room, contamination from COVID 19 from touching surfaces	All touch surfaces in the room are cleaned every weekday morning, but it is the responsibility of the user to wipe down ALL hard surfaces that have been touched during each individual use of the room (door, door handles, light switches, music stands, piano stools, window openings etc), using the WIPES provided.	Ensure enhanced cleaning schedule is in place.	Housekeeping	Ongoing	
<b>Contamination from COVID 19</b>	Everyone using the room, contamination from COVID 19 from touching services.	Piano keys must NOT be cleaned with the wipes provided as these damage the keys. If you are the first user of the day (the Porters will notify you of this), it is your responsibility to spray the piano keys and wooden surfaces of the piano with the COVID GUARD spray provided. Once sprayed, leave it for a few minutes, then fully wipe it off with the soft cloth provided.	Clear instructions to be left in the Bennett Room about cleaning after use.	Head of the Chapel Office, Housekeeping.	Ongoing	
<b>Contamination from COVID 19</b>	Everyone using the room, contamination from COVID 19 from touching services.	ALL users at the piano MUST sanitise their hands thoroughly directly before and after use, using the sanitiser provided. Only one person may use the piano during any booking.	Housekeeping to supply hand sanitiser, students to report if supplies are running low to the Duty Porter in Memorial Court Lodge.	Housekeeping, all users of the rooms.		

<p><b>Contamination from COVID 19</b></p>	<p>Everyone using the room, contamination from COVID 19.</p>	<p>Students should not arrive early for either a lesson or room booking to avoid crowding on the stairs or directly outside the Bennett Room.</p>	<p>Gaps in between lessons and bookings should mitigate against this.</p>	<p>Students, singing teachers.</p>	<p>Ongoing</p>	
<p><b>Contamination from COVID 19</b></p>	<p>Everyone using the room, contamination from COVID 19.</p>	<p>Hard copies of music should not be shared between teachers and students, or between students.</p>	<p>Ensure everyone has their own individual copies of any music to be used.</p>	<p>To be communicated to all students.</p>	<p>1 October 2020, then ongoing.</p>	
<p><b>Contamination from COVID 19</b></p>	<p>Everyone using the room, contamination from COVID 19.</p>	<p>Providing clear guidance on expected behaviour regarding social distance and hygiene. It will be imperative that 2m social distancing is observed at all times.</p>	<p>Provide this guidance in a College-wide email. Provide this guidance via a sign on the Bennett Room Door. Explaining that failure to observe measures will result in students and external visitors not being allowed to book and use the room.</p>	<p>Head of the Chapel Office, Director of Music</p>	<p>To be reviewed December 2020</p>	

<b>Contamination from COVID 19</b>	Everyone using the Bennett Room, contamination from COVID 19.	Any student or external user feeling unwell or displaying symptoms of Covid 19 should immediately cancel any booking made and not enter the Bennett Room. If a subsequent positive test result is given The Head of the Chapel Office must be notified immediately if that person has been in the Bennett Room within the previous 14 days.	College-wide email to be sent at the beginning of term outlining the new rules and regulations.	Head of the Chapel Office, President?	Ongoing	
<b>Contamination from COVID 19</b>	Everyone using the Bennett Room, contamination from COVID 19.	Individuals with COVID-19 symptoms, those who live in a household or bubble with someone with COVID-19 symptoms, and those advised to self-isolate as part of NHS Test and Trace are not permitted to either book or use the Bennett Room for 10 days.	Ensure anyone with symptoms reports them to the relevant authority.	All	Ongoing	
<b>Contamination from COVID 19</b>	Everyone using the Bennett Room, contamination from COVID 19	No public toilet facilities will be available to those using the Bennett Room.	All external users of the Bennett Room to be notified in advance.	Head of the Chapel Office	Ongoing	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

